

**Post of Director (Administration) Grade I of Sri Lanka Administrative/Executive Service
Category of Department of Archeology**

Applications are called from suitably qualified officers of Grade I of Sri Lanka **Administrative Service** To be appointed to the above post. Number of vacancies is **01**

In the absence of applicants of Grade I of the service / service category, officers of Grade II of the Service /Service category with active and satisfactory service of 10 years will be considered for appointment to attending to duties on full-time basis in the post.

Attending to duties appointments will be done for a maximum period of one year with the possibility of further extensions afterwards subject to provisions of public Commission Procedure 141.

Applicants must forward their duly filled curriculum vitae **in the format attached here** to Secretary, Ministry of Buddhasasna, Religious and Cultural Affairs, no **135, Sreemath Anagarika Darmapala Mawatha, Colomcbo 07** through the head of Department to reach on before-on-before 22nd February 2023

Late applications, incomplete applications and those not submitted in the format will be rejected without any notice

2.0 Candidate Profile

2.1 Experience & Professional Qualifications;

- I. Preferably at least 03 years of experience in Administration and related areas.
- II. Postgraduate qualification in as per the Sri Lanka Administrative Service Minute in 13.2. Paragraph Appendix (a) (Attachment 1) or other field approved by the Public Service Commission.
- III. Proficiency in English

2.2 Strengths;

- I. Problem Solver
- II. Team Leader
- III. Relationship Builder

2.3 Behavioral Competencies

- I. Changing and Improving
- II. Leadership
- III. Working Together

3.0 Method Of Selection

Section will be based on assessment of seniority and merit through the curriculum vitae and an interview. Only a shortlisted number of applicants will be called for the interview.

3.1 Marking Scheme

Heading	Maximum Marks	Method of assessment
<p>Seniority Maximum marks will be awarded to the senior-most applicant and other applicants will receive marks for seniority proportionately.</p>	50	Curriculum Vitae (CV) Interviews
<p>Experience in the field/s of Administration In addition to the length of service in the field/exposure to the subject, the depth of knowledge or mastery of the subject of /in the field of administration gained through involvement in or exposure to it will be assessed</p>	20	
<p>Professional qualification/ Research & innovations</p> <p>(1) Postgraduate qualifications in the field of Public Administration, Management, Human Resource Management, Financial Management, Project Planning & Management & Information Technology, Public Policies, Economics, Development Economics, Social Development, Law or other field approved by the Public Service Commission.</p> <p>a) Research based postgraduate degree - 7 marks b) Taught postgraduate degree - 6 marks c) Postgraduate diploma - 4 marks d) Graduate/ Postgraduate certificate - 2 marks</p> <p>2. Training in the field of Business Management Administration, Human Resource Management, Management, Information Technology, Financial Management, Public Policy</p> <p>a) Of duration of 3 months or more – 1 mark b) Of duration of 10 days or more - 0.5 marks c) Of duration of 3 days or more – 0.2 marks</p>	10	

<p>4. Proficiency in English</p> <p>a) Diploma in English obtained from a recognized university or government training institute – 02 marks</p> <p>b) Certificate in English obtained from a recognized university or government training institute – 01 mark</p> <p>❖ Marks will be awarded only for the highest qualification</p>		
<p>Strengths Things have to be done effectively and which should motivate the applicant as specified in 2.2 above</p>	10	Interview
<p>Behavioral Competencies Action and activities that are needed to be done effectively as specified in section 2.3 above.</p>	10	

Note 1: The term “recognized university” in the above marking scheme means a university recognized by the University Grants Commissions of Sri Lanka

Note 2: All postgraduates qualifications indicated in the marking scheme above should have been obtained from a university recognized by the University Grants Commission of Sri Lanka And such qualifications obtained from other degree awarding institutes should have the recognized of that commission.

(Relevant administrative authority)

Date